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Minimum Qualification Specifications
for the Class:

WORKFORCE DEVELOPMENT ADMINISTRATOR
(WORKFORCE DEVELOPMENT ADMR)

Prerequisite Knowledges and Abilities Required:

Knowledge of: Principles and practices of management and administration, including supervision and budget development; federal laws, rules and regulations pertaining to employment service and employment training programs; national and State labor market conditions, employment trends and industrial conditions; research and report writing methods and techniques; and public relations.

Ability to: Administer the statewide workforce development program; establish program priorities and policies; speak and write effectively and meet, elicit the cooperation of, and establish and maintain effective working relationships with associates, committees, representatives of community groups and organizations, and representatives of other governmental agencies.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Five and one-half (5-1/2) years of progressively responsible professional experience in an employment service and/or employment training program which involved gathering and analyzing employment data; identifying and assessing employment needs of applicants; determining job content and requirements; conducting analyses, interpreting and applying federal laws, rules, and regulations pertinent to employment services and employment training programs to specific employment needs; developing or implementing budget requirements; and identifying problems and recommending alternative courses of action.

Of the required five and one-half (5-1/2) years of Specialized Experience described above, two (2) years must have been in a supervisory or staff capacity. At least one (1) year must have been comparable to the Employment Service Specialist VI, or two (2) years must have been comparable to the Employment Service Specialist V, in the State service:

- A. Supervisory Experience: Work experience which involved supervising a professional staff and included: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; and 5) training and developing new employees, and disciplining them when necessary.
- B. Staff Experience: Work experience as a staff specialist which involved responsibilities for conducting studies and making recommendations for the development or revision of program plans, policies and procedures; giving technical advice and direction; monitoring and evaluating program(s) for efficiency, effectiveness and conformance with program requirements; conducting special studies; and recommending staff improvements and developing training plans and materials.

Administrative Experience: One (1) year of administrative experience which involved active participation in, and major responsibility for, the development, management, execution and coordination of policies and programs.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class WORKFORCE DEVELOPMENT ADMINSTRATOR (WORKFORCE DEVELOPMENT ADMR).

DATE APPROVED: 04/28/00

MIKE McCARTNEY
Director of Human Resources

Development